

**Low-Income Energy Efficiency Program:
A Project of the Delmarva Settlement Fund**

**COMMUNITY-BASED
ENERGY EFFICIENCY PROGRAM**

**GRANT PROGRAM APPLICATION
GUIDANCE DOCUMENT**

Issue Date: TBD
V1.0; 2017-05-08

SECTION I: FUNDING OPPORTUNITY DESCRIPTION

PROGRAM DESCRIPTION

PURPOSE

The Grant Manager organization secured funding from Delmarva Power & Light to implement a community-based grants initiative that has the goal of supporting community-based entities and initiatives that provide energy efficiency opportunities for low-income Delmarva customers. The Grant Manager organization is seeking applications from entities that serve low-income communities and can develop and manage a program that helps low-income households increase their energy efficiency. The primary goals of the program are:

- Increase energy efficiency of low-income Delaware households in Delmarva territory
- Contribute to statewide electric and gas energy savings
- Engage with and inform low-income Delaware households about the benefits of energy efficiency
- Fill a low-income energy efficiency program gap that is not already being addressed
- Support programs that address energy efficiency issues in low-income communities by mobilizing public and private sector resources, including grassroots, community-based, non-profit, and faith-based organizations.
- Ensure to the greatest extent feasible that job training, employment, contracting, and other economic opportunities generated by this grant will be directed to low-income persons.

SECTION II: AWARD INFORMATION

AVAILABLE FUNDS

The Maximum award amount is \$30,000. There is no minimum award amount.

NUMBER OF AWARDS

The Review Committee aims to award as many grants as feasible.

PERIOD OF PERFORMANCE

All grant proposals must be completed within a maximum time of two years.

ELIGIBLE APPLICANTS

Entities/ initiatives that are licensed to conduct business in the State of Delaware or an entity/ initiative that has a fiscal sponsored licensed to conduct business in the State of Delaware

SECTION III: APPLICATION AND SUBMISSION INFORMATION

CONTENT OF APPLICATION

All submitted applications should contain the sections listed below.

- Cover Letter
- Proposal Narrative
- Budget
- Budget Narrative
- Attachments

COVER LETTER

A Cover Letter is required for this application. Requirements for the Cover Letter include:

- 1-page maximum

Include a one page cover letter on letterhead signed by the chief executive, or most senior program staff person responsible for the grant activity. The cover letter should include:

- Name of the organization and project (if applicable)
- Dollar amount requested
- Time period of the grant activity
- The purpose of the request
- Explain how your proposal fits with the Low-Income Energy Efficiency fund mission and priorities
- Contact person's name, title, daytime telephone number, and email address

PROPOSAL NARRATIVE

Requirements for the Narrative include:

- A maximum of 10 numbered pages. (This does not include the Budget, Budget Narrative and any Attachments)
- The Narrative must be typed on Letter sized paper, 8-1/2 x 11 inches
- The Narrative font must be 12-point (minimum) Times New Roman font
- The Narrative must be at least 1 inch margins on all sides

The proposal narrative provides an opportunity to describe your organization and what will be accomplished with the low-income energy efficiency funding. Consider limiting Organizational Background to two paragraphs and provide greater detail in Purpose of Request.

SUMMARY HEADING

- Organization Name:
- Amount Requested:
- Activity Start/End Dates:
- EIN/Federal Tax Number of Fiscal Agency:

ORGANIZATIONAL BACKGROUND

- State your mission.
- Summarize your organization's history.
- Outline current programs and activities.
- If you work with a fiscal agent, or are an affiliate of another organization, describe the relationship.
- Describe Qualifications of your Organization and Staff.
- Describe experience delivering low-income energy efficiency programs

STATEMENT OF NEED

- Describe the size and severity of the low-income energy efficiency need.
- Provide the location and demographic information for the population benefiting.

PURPOSE OF REQUEST

- Describe how things will be different if the project is successful and how you plan to get to that successful outcome.
- Identify the tasks you plan to complete that illustrate how the work will be accomplished. Be sure to include a description of the low-income energy efficiency tasks.
- Describe who will be served and how they will benefit, including age, race, ethnicity or other relevant characteristics.
- Name where the services are provided, including type of facilities or specific locations.
- For ongoing work, provide context about when activities will occur during the period of the grant, including frequency of activity and number of participants. For new projects, provide a timeline for implementation.
- Briefly describe who will get the work done – staff/volunteer descriptions. If specific expertise or credentials are needed, consider attaching staff biographies or resumes.
- Report your organization's relationship to other low-income energy efficiency community efforts and how you are cooperating with other organizations or projects working in the field. If you have formal partnerships, describe the roles and responsibilities of any community partners with whom you are working.
- State the reasons your organization chose this approach to address the need. For new programs, describe how the program model was developed with supporting research or evidence of effectiveness of the model, if available. For ongoing activities describe your past success. Use an appendix, if necessary, for extra information such as detailed results of a program you are replicating.

ANTICIPATED RESULTS AND LEARNING

- For general operating support requests, describe how your organization will assess its overall success and effectiveness during the grant period.
- Include specific output and outcome measures that you plan to collect, and how those measures will be used to determine if the organization or program/project was successful.
- Identify the tools you will use to learn from or evaluate your program and organization (records, surveys, interviews, pre- and post-tests, community feedback, etc.)
- Explain how you will incorporate learning from evaluation to either improve your activities or inform the work of others.
- If this is an existing activity, describe current methods of evaluation and provide data on past performance, including numbers served and client outcomes in the past year (or the most recent period for which data is available).
- If an external evaluation will be conducted, detail who is conducting the evaluation and their scope of work.

STEWARDSHIP AND SUSTAINABILITY

- Indicate any specific plans for sharing lessons learned from your activities.
- Specify plans for funding the organization or project at the end of the grant period. List additional funding sources or strategies that are being developed.
- Beyond financing, suggest what will be the long lasting outcomes or mechanisms by which the change is sustained.

BUDGET

Included in this Guidance Document is a Budget Worksheet. All applications must complete the attached budget worksheet.

Funding Restrictions- You may not use grant funds for any of the following activities:

- Purchase of real estate property
- Demolition of housing units or detached buildings
- Replacement of existing community resources dedicated to an on-going project

BUDGET NARRATIVE

The Budget Narrative section allows applicants to describe what they are going to use the budget for in written detail. Requirements for the Budget Narrative include:

- No page limit
- The Budget Narrative must be typed on Letter sized paper, 8-1/2 x 11 inches
- The Budget Narrative font must be 12-point (minimum) Times New Roman font

- The Budget Narrative must be at least 1 inch margins on all sides

The budget narrative explains the numbers in the budget and what assumptions underlie the budget. All budgets must include both revenue and expenses. The budget should be for the same time period as the activity for which you seek grant support.

ATTACHMENTS

Additional materials may be included in your application package. These attachments should directly support the Narrative and should be clearly marked the specific Narrative question it is supporting. There is no page limit for attachments.

Suggested attachments may include the following:

- Resumes or Bios of key project staff
- A copy of the organization's or fiscal agency current IRS determination letter (or the fiscal agent's) indicating 501(c)(3) tax-exempt status.
- List of board members, roles and affiliations.
- If this request includes partner organizations, provide a copy of a Memorandum of Understanding or a description of the roles and responsibilities for each organization that is signed by all parties.
- Letters of support, recent media articles. Please use discretion in limiting additional attachments

KEY APPLICATION DATES, TIMES AND PROCESS

GRANT APPLICATION DUE DATE

There is no grant application due date. Applications will be accepted on a rolling basis.

HOW TO SUBMIT YOUR APPLICATION

All grant applications must be emailed to (insert email address)

SECTION V: AWARD ADMINISTRATION INFORMATION

ANTICIPATED ANNOUNCEMENT AND AWARD DATES

Award notifications for grants will be made in writing approximately 45 days from the grant application due date.

REPORTING/ GRANTEE PAYMENT

One of the primary goals of this grant is to keep accurate records regarding the actual value/usage of the funds. The selected grant applicant will be required to lead and/or participate in status meetings and submit monthly, quarterly and yearly status reports covering such items as progress of work being performed, milestones attained, resources expended, problems encountered and corrective action taken, until final system acceptance.

GRANTEE PAYMENT

Selected grantees will receive funding installments on an annual basis. For example, if a grantee is completing a program in one year then there will be one funding installment. If the project is completed over a two year period, then there will be two annual installments.

SECTION VI: CONTACT INFORMATION

All requests, questions, or other communications about this Guidance shall be made in writing to XX Organization. Address all communications to the person listed below; Grant applicants should rely only on written statements issued by the Guidance designated contact.

Insert Contact Information

ADDENDUM: BUDGET WORKSHEET

Project Budget (budget needed to complete the proposed project)		
Funding Year _____		
PROJECTED SOURCES OF SUPPORT		
Source		Amount
Government Contracts & Grants		
Foundations		
Corporations		
United Way or other Federated Campaigns		
Individual Contributions		
Fundraising Events		
Membership Income		
Investment Income		
Endowed Income		
Earned Income		
Other (Specify)		
Total Income		\$ -
PROJECTED EXPENSES		
Item		Amount
Salaries & Wages		
Employee Related Expenses		
Consultants & Professional Fees		
Subcontractors		
Employee Education & Training		
Travel/Transportation		
Equipment		
Supplies		
Printing/Copying		
Telephone/Fax		
Postage & Delivery		
Rent & Utilities		
Insurance		
Depreciation		
Other(Specify)		
Total Expenses		\$ -
Difference (Income less Expenses)		\$ -
I certify that the above information is true to the best of my knowledge.		
Name _____	Title _____	Date: _____